Enhanced Sampling Program (ESP)
Internet Certification Procedures
April 17, 2002

If you have not already done so, prior to beginning certification testing, you must establish a User ID (up to 10 alphanumerics) AND password (up to 8 alphanumerics) for EACH NAIC for which you will be reporting. Please email them to "Enhanced.Sampling@dor.mo.gov."

- Use "**Password**" as the message subject.

- In the body of the message, include all NAICs and a unique User ID and password for each.

- DOR personnel will enter your User ID(s) and password(s) into DOR's ESP Tracking System. This will enable you to access to the "private" side of the ESP web page to track your status and retrieve error information, if any.

The following procedures will facilitate your testing and certification activities.

1. Access the ESP web page at https://dors.mo.gov/dmv/esp/cert/index.htm. This will open the ESP's Main Menu page.

2. At the top or bottom of this page, click on "*ESP Services.*" This will take you to the ESP Services menu page.

3. **Submitting a monthly data file to DOR**.

   a. On the *ESP Services* page, Click on the *"File Transfer To ESP"* button.

   b. Select "Browse" and select the file you will be sending to DOR.

   c. Once the proper file is identified, click *"Submit."*

   d. If transfer is successful, you will receive a "File Upload Complete" message.

   e. If transfer is unsuccessful, you will receive an appropriate "Error" message.

2. **Entering ESP data into a spreadsheet**.

   a. On the ESP Services page, click on the *"ESP Data Entry Spreadsheet"* button.

   b. Enter your User ID, your company's NAIC and its applicable password and then click on "*Submit Form.*"

   c. A screen will appear requesting the previous *"Previous Report Period Begin"* date.

      (1) This is the Report Period Begin date of the last spreadsheet that you submitted.

(2) If this your <u>first report</u> (i.e., there was no previous spreadsheet submission,) enter the *Report Period Begin* date for the <u>current</u> submission.

d. Before entering the information for your report, you will be required to provide three dates: **Report Period Begin** (always use the <u>first day</u> of the month), **Report Period End** (always use the <u>last calendar day</u> of the month) and **Transmission Date** (today's date.)

(1) The format to use is "YYYY-MM-DD." (**No additional spaces**)

(2) Also, you **<u>must</u>** include a **dash** between the year & month <u>and</u> the month & day.

(3) Failure to include the dash will result in an error.

e. When submitting your **<u>initial</u>** report, you will be required to enter **<u>all</u>** required data for **<u>all</u>** your insured vehicles. For subsequent reports, you will only need to add or delete information that has <u>changed</u>.

f. Before you submit the data, perform one final visual edit to insure all data is correctly entered. Following this review, click *"Submit."*

g. After you submit your data, you may re-access your spreadsheet again <u>that day</u> until 5 PM Central time to <u>delete</u> data, <u>add</u> data or <u>make corrections</u> to the data. At 5 PM Central Time, the ESP program will submit your data for batch processing and it will no longer be available for correction.

3. **Checking your company's reporting status/recovering errors**.

   NOTE: Before attempting to check the status of your input, please allow <u>at least 24 hours</u> following your submission for DOR to process your data and post results.

a. To do so, click on "*Review ESP Account Info*".

b. Enter your User ID, your company's NAIC and applicable password. Click the "*Submit Form*" button.

c. A listing of previously processed data submissions will be displayed. The <u>last</u> one listed is the most current submission.

d. If you desire to download the most current submission's error report, click on the *"DownLoad Error Report"* button.

e. This will display a link that says, "*DownLoad."* Click on this link to display your error report.

f. The records that are displayed were in error. You can save this page as a text file to your computer (File--Save As—"*file name*".txt)

4. If you encounter problems or need assistance, please feel free to contact the **ESP Hotline** at (**573**) **751-5578**.